

# **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 22-2014**

**NOTE: THE MAINTENANCE FOREMAN POSITION VACANCY IS RE-ADVERTISED TO EXTEND THE DEADLINE. APPLICANTS WHO RESPONDED TO VACANCY ANNOUNCEMENT NUMBER 20-2014 NEED NOT REAPPLY, AS THEIR APPLICATION WILL BE CONSIDERED.**

**OPEN TO:** All Interested Candidates

**POSITION:** Maintenance Foreman, FSN-6; FP-8\*

**OPENING DATE:** October 23, 2014

**CLOSING DATE:** November 7, 2014

**WORK HOURS:** Full-time; 40 hours a week

**SALARY:** \*Not-Ordinarily Resident (NOR):  
(Position Grade: FP-8 to be confirmed by Washington)

\*Ordinarily Resident (OR): Position Grade: FSN-6

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Nicosia is seeking an individual for the Maintenance Foreman position in the Facilities Maintenance Section.

## **BASIC FUNCTION OF POSITION**

This is primarily a working foreman's position within the Maintenance Section. The incumbent is responsible for maintaining the electrical and mechanical systems and performing emergency and scheduled maintenance within the chancery building, residences and leased properties associated with the Embassy. The incumbent is considered a first level working foreman and works directly for

the Maintenance Supervisor. The Facility Manager remains the ultimate supervisor. Incumbent must be able to be “on call” after normal working hours to respond to any emergencies that may arise within the mission.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. Education: Completion of High School is required, plus completion of at least three years of a fully-structured training program involving a substantial amount of off-the-job classroom based training and regular formal progress and performance reports, such as electrical and and/or mechanical. Incumbent must possess an actual certification in at least one of these trades.
2. Prior experience: Three years prior work experience at the journeyman electrical level or at an HVAC journeyman level.
3. Language requirement: Level III (Good Working Knowledge) in English language is required.
4. Knowledge: Must have journeyman level knowledge in all electrical trades. Shall possess broad knowledge in other maintenance trades such as mechanics, welding, plumbing and HVAC.
5. Skills & Abilities: Incumbent must possess a certificate of competency, issued by the Department of Mechanical Services of the Ministry of Communications & Works in accordance with the Electricity Law & Regulations. Must be able to diagnose complex problems in electrical systems and equipment such as UPS, Main Switchgear and generators. Shall be able to use tools of the trade and shall have the capacity to learn with new systems. Shall have a valid driver’s license enabling the use of vehicles up to 6 tons.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a security certification.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S.

Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office

Via e-mail at: [vacanciesnicosia@state.gov](mailto:vacanciesnicosia@state.gov)

Or via Fax at: 22-780944

Or via Mail at:

Human Resources Office

U.S. Embassy, Nicosia

Metochiou & Ploutarchou Streets

2407 Engomi - Nicosia - Cyprus

Telephone: 22-393939

**CLOSING DATE FOR THIS POSITION: 5:00 p.m., November 7, 2014**

The US Mission in Cyprus provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared:

FMO: RRiojas \_\_\_\_\_

Approved: HRO/FMO: GPierrot \_\_\_\_\_

## **Appendix A DEFINITIONS**

**1. Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**2. U.S. Citizen Eligible Family Member (USEFM) –** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,

Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COMauthority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or Resides at an Involuntary Separate

2. Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

- 3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)** – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. A MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

**5. Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**6. Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References